

AQO

## MEMORANDUM FOR RECORD

SUBJECT: AQO Staff Meeting Minutes, Oct 15, 96

BACKBRIEFS. Please ensure you keep M~~P~~Pettibone informed of any substantive issues/communications with General Drewes or M~~T~~hurber. This backbrief can be in person or via~~a~~mail.

### UPCOMING ACTIONS (ALL TEAMS):

- o Commander's Conference--Draft charts and any other actions relating to the conference are due to M~~S~~Pettibone by Oct 25.

- o Group Leaders Conference--Outlines are due by the end of the day (Oct 15).

- o Numbered Policy and Information Memoranda--In order to minimize confusion in the field, all policy, information, and~~ask~~ings from DCMC HQ must be in the form of Numbered Policy or Information Memoranda. It is okay and encouraged to use many types of media (Communicator, Home Page Notes, etc.) to spread the word, but if you want the field to know something you need to use a numbered information memorandum. If you want the field to do something, you need to use a numbered policy memorandum.

- o Home Page--Every team should have a spot on the Home Page for team-related information. If you don't have one, you need one. See Vic Szabo.

- o Quarterly Performance Reviews--All teams are to notify C~~IS~~Rveney by the end of the week (Oct 18) whether they have or have not completed their reviews.

- o Teams Chiefs--make sure you can support and defend your travel budget.

### SPI.

- o The Single Process Initiative team is working with the Flight Operations, Specialized Safety and Environmental Team to link

Acquisition Pollution Prevention with SPI efforts. By using the SPI infrastructure (i.e., Management Councils, Component Team Leaders, SWAT Teams), DCMC will be better prepared for an expected increased role in managing DoD Acquisition Pollution Prevention efforts while minimizing resource impacts.

o On 17 October, Mr. Dave McDermont from Texas Instruments will brief the Headquarters SPI Management Team on lessons learned from their efforts to implement SPI at prime contract/subcontract locations. This briefing should provide valuable insight into ways we can better facilitate SPI on subcontracts.

o We are seeing a significant increase in SPI activity. To date, we have received 408 concept papers from 111 contractors proposing to modify 479 processes. We have executed modifications with 48 companies modifying 133 processes.

DCMC FUNDING.

o In response to DCMC issue paper regarding FY 97 budget cuts, Program Decision Memorandum (PDM) II directs the transfer of \$106M back to DCMC over the POM years. PDM II wording:

Add resources as shown below to accommodate increased workload resulting from privatization of military installations, consolidation of program office functions, and increased acquisition reform support.

	FY98	FY99	FY00	FY01	FY02	FY03	98-03
O&M	+8.0M	+10.7M	+18.3M	+22.4M	+23.0M	+23.6M	+106M
Civ Manpower	+126	+159	+263	+314	+314	+314	

CONTRACTOR CAPABILITY & PROPOSAL ANALYSIS TEAM (AQOD).

o General Drewes and Mike Williams met with Mrs. Colleen Preston, Deputy Under Secretary of Defense (Acquisition Reform), last Wednesday to discuss the DoD-level "minimum standards" that Components' past performance systems will have to meet. Mike and Bill Bernstein will be demonstrating the Contractor Information Service model this afternoon to Captain Ginman and Mr. Elliott Branch in the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition).

PRODUCT & MANUFACTURING ASSURANCE TEAM (AQOG).

o On 10 Oct 1996, Mr. Maurice Poulin served as a guest speaker at the

Small Business Administration National Training meeting held at the Mark Raddison, Alexandria, Va. MrPoulin shared with the government participants a basic insight to ISO 9000 historical development, the DoD adoption of the international quality models, and industry/government transition to the "New Way of Doing Business."

- o Mr. Poulin attended the finaDoD functional work group review of PQM 301, Advanced Production and Quality Management (PQM) course. The course director, LTCRuss Barbero, Defense Systems Management College (DSMC), shared the student feedback from two pilot offerings and offered suggested changes for board approval. The changes offered were approved by theDoD functional working group for incorporation. Additional minor changes were requested to enhance the contract management section of the course by including the role played by manufacturing/quality personnel in supporting acquisition.

- o An additional action, separate from this PQM 301 final review, was the discussion by the functional work group to comment on the Government & Industry Quality Liaison Panel (G&IQLP) ISO 9000 training template and match it to existing training material in PQM 101, PQM 201 and PQM 301. Office of the Under Secretary of Defense (OUSD) Deputy Director System Engineering staff agreed to compare the training template to the current PQM materials and provide a recommendation to the work group.

#### PRODUCT DESIGN, CONTROL & DEVELOPMENT TEAM (AQOF).

- o Ms. MaryEvans is on board. She is a GS-1910 from DCMC Lockheed Martin Sunnyvale assigned here for 30 days as part of the Women's Executive Leadership Program. Mary will be working with KeKane on Cost Schedule Control Systems Criteria (C/SCSC).

- o The Business Process Team (BPT) will meet 16 and 17 Oct to finalize the FY97 budget allocations for the Resource Utilization Council (RUC) meeting on 17 Oct.

APPROVED:

JILL E. PETTIBONE  
Executive Director  
Contract Management Policy

